



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Records Management

Division: Records Services

Sub-Section:

TITLE: Agency Records Disposition Schedules

CUTOFF: 2-Aug-2007

DESCRIPTION: Official signed records disposition schedule approved by the State Records Commission and the corresponding agency on or before August 2, 2007. Schedules may contain multiple record series. Schedules serve as State Records Commission's authorization for the disposition of state records per RSMo 109.250(2).

RETENTION: Years: 10 Months: Days:

NOTES: Per policy change by the State Records Commission on December 17, 2008, all future retention schedule items will be maintained under the "State Record Commission Approval Form", record series #23137.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 13742

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Disposition Approval Forms

CUTOFF: EOCY

DESCRIPTION: Form is a signed authorization, by the originating agency, for the disposition of records in the State Records Center that have met their retention. Upon receiving the form, Records Management staff indicate in the records tracking system that the records have been approved for final disposition.

RETENTION: Years: 50 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1194

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Disposition Work Papers

CUTOFF: EOCY

DESCRIPTION: Lists generated from the records tracking system that have met their retention and have been approved by a state agency for final disposition. The lists are used by Records Management staff to remove or transfer records from the State Records Center or Imaging Services.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 13741

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Records Management

Division: Records Services

Sub-Section:

TITLE: Interim Record Series for Non-Permanent Microfilm

CUTOFF: EOCY

DESCRIPTION: This record series will account for all reels of microfilm requiring more research as to what record series the film should be assigned. This record series shall only be used to facilitate data migration to the state agency records tracking system.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22839

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Interim Record Series for Permanent Microfilm

CUTOFF: EOCY

DESCRIPTION: This record series will account for all reels of microfilm requiring more research as to what record series the film should be assigned. This record series shall only be used to facilitate data migration to the state agency records tracking system.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22840

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Pull Requests

CUTOFF: EOCY

DESCRIPTION: Requests submitted by agency users, outside the agency records tracking system, for retrieval of records from the State Records Center. Requests may include but are not limited to requests for viewing records at the State Records Center or for files returned to the agency to be scanned and not returned to the records center.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1200

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Records Management

Division: Records Services

Sub-Section:

TITLE: Records Tracking System

CUTOFF: Life of System

DESCRIPTION: Database used by Records Management Division to track services provided to state agencies including but not limited to users, locations, records, and retention schedules. System is accessed by agencies through the Internet.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1198

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Records Transmittal and Receipt Forms

CUTOFF: June 20, 2008

DESCRIPTION: Documentation submitted by agencies for approval to transfer boxes of records for storage in the State Records Center.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES: Forms no longer accepted as of June 20, 2008 since all new requests are submitted through the records tracking system.

DISPOSITION ACTION: Destroy

SERIES: 1193

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: State Records Commission Approval Form

CUTOFF: EOCY

DESCRIPTION: Official signed record series approved by the State Records Commission and the corresponding agency. Records Series serve as State Records Commission's authorization for the disposition of state records per 109.250(2) RSMo.

RETENTION: Years: 10 Months: Days:

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23137

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Records Management

Division: Records Services

Sub-Section:

TITLE: Terminated/Sunset Agency Correspondence Files

CUTOFF: EOY in which terminated or sunset agency's last records are destroyed

DESCRIPTION: Records include, but are not limited to correspondence concerning agency retention schedule, records stored in the State Records Center, micrographics that were created or stored and memorandums of understanding between an agency that was terminated/sunset and the Records Management Division.

RETENTION: Years: 10 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23777

SERIES STATUS: Approved

APPROVAL DATE: 6/19/2012

TITLE: User Evaluation Forms

CUTOFF: EOSFY

DESCRIPTION: Evaluation forms completed by all users who attend training for the Agency Records Tracking System. Form is used by Records Analyst/Archivist section for improving training classes.

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23140

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: User Registration Forms

CUTOFF: EOY in which login disabled

DESCRIPTION: Registration forms for all users who have attended training for the records tracking system. Form is used to create the online account for users. Records may include correspondence related to separation of employment or job transfers.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23138

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009